



**ROCHESTER
COMMUNITY SCHOOLS**

PRIDE IN EXCELLENCE

2018-2019 Student Code of Conduct

*Rochester Community Schools
will develop innovative, self-directed learners who think
critically, communicate effectively and persevere to positively
impact the world.*

~RCS Pride in Excellence: Strategic Plan 2020

A complete list of school district policies and regulations are available
at the following website: www.rochester.k12.mi.us

Introduction

Pride in Excellence: Our Strategic Plan 2020 within Rochester Community Schools states that we will develop innovative, self-directed learners who think critically, communicate effectively and persevere to positively impact the world. We are committed to providing a safe, positive, and supportive learning environment for every student. The Student Code of Conduct is a cooperative effort of students, teachers, parents and administration that sets forth the rules and regulations that govern the students' involvement with the academic and social programs of Rochester Community Schools. All members of the school community will experience an environment where they are safe, valued, and respected.

It is important to note that each school community has an established set of positive student behavior expectations. The purpose of the Student Code of Conduct is to present guidelines for responsible student citizenship, and to provide a consistent, systematic approach to addressing violations of these expectations which may arise in the school setting. The immediate objective of school discipline is to allow for student growth in abilities, attitudes, and habits which are essential to the personal and collective learning environment.

The partnership between home and school is vital in the development of each student. Parents should review this code with their student(s). Parental knowledge and cooperation in following the guidelines set forth in this Student Code of Conduct will help to sustain an exceptional learning environment for every student.

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Table of Contents

Proactive Measures	5
Disciplinary Step System	8
<i>The Disciplinary Steps</i>	8
<i>Step System Administration</i>	8
<i>Record of Student Code of Conduct Infractions</i>	9
Student Code of Conduct Infractions	9
Acts of Student Misconduct, which will result in Recommendation for Expulsion	18
Short Term Suspensions	19
<i>Appeal Procedures</i>	20
Recommendation for Long Term Suspension or Expulsion	20
<i>Appeal Procedures</i>	20
Readmission after Long Term Suspension	22
Readmission after Expulsion	22

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Based Upon Board Policy 5602 and PA 102

This copy of the Code of Conduct is current as of the date of printing. If there are any changes during the school year, an updated Code of Conduct will be posted on the district website at www.rochester.k12.mi.us

Proactive Measures

School administrators should take necessary action to assist the student to modify inappropriate behavior prior to the use of punitive measures. Such corrective measures may include, but not be limited to the following:

- Counseling by school personnel
- Parent/student/teacher conference
- Referral to a building special services team for evaluation
- Recommend consideration of a health examination and evaluation
- Recommend consideration of outside services, public or private
- Detention
- Transfer to other rooms or classes within the building
- Involvement in a school or community intervention program if available
- Loss of activity privileges
 - Building administrators may suspend students from participating in or being present at extracurricular activities.
 - Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
 - Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.
 - Students under suspension shall not participate in or be present at school functions.
 - Nothing in this policy is intended to limit a teacher or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity not later than the beginning of the next school day.

- Closed class

A closed class is the denial of the right to attend a class or classes on a temporary basis during a time when a matter of immediate concern is being resolved. Classes may be closed by a school administrator for a period not to exceed five (5) days. Permanent closing of a class(es) may result if all established school procedures fail to modify student behavior.

- A closed class may be imposed only after following the procedure applicable to short term suspension.

- The student will be notified by the proper administrator that a class or classes are closed, the reason therefore, and what must be done prior to his/her re-entry to the class.
 - Parents of students having classes closed for a period in excess of one day will be notified by mail.
 - A parent/student/administrator conference shall be held prior to permanent class closure.
- Social probation

At times, students become habitual discipline problems involving persistent disobedience and class disruption. When efforts to effect a change in behavior, including parent contact, have been tried and the student's behavior continues to disrupt the educational progress of others, it may be necessary to place the student on social probation. During the period of social probation, the student will be given assignments but will not be able to attend any RCS activities or events or be on any RCS property for the duration of the social probation.

- The student will be made aware of the "Social Probation" procedures, the reason for being considered for probation and the steps necessary for removal from probation and re-entry into the regular school program.
- A student may be placed on social probation only after following the procedure applicable to short term suspension.
- Written notice outlining the specific violations and the conditions of "Social Probation" will be forwarded to the student, parent, or guardian by mail prior to the actual placement.
- A committee made up of teachers, a counselor, and a school administrator shall be appointed by the principal/designee, to serve as a Social Probation Committee. The purpose of this committee is to monitor the progress of the student and to make recommendations as to future status. If the academic program is recommended, the student will follow a program similar to the following:
 - The student will be given one week's assignments, books, and supplies necessary to carry out the assignments and sent home for one week.
 - At the end of one week, an appointment will be made, at which time the student will bring in the finished work, meet with the teachers to be advised of necessary work, and be given the next week's assignments. The student will, in addition, be seen by the counselor, then be returned home for one more week.
 - At the end of the second week, the student will return all completed work, along with a written explanation of why he or she should be allowed back into a regular program. The entire committee will meet to evaluate the work and to determine whether the student should return to school.
 - The student may be returned to a regular class schedule for an additional two-week probationary period or be required to return home for an additional two-week period.

Disciplinary Step System

The **Disciplinary Step System** is designed to:

- Provide for clearly stated, advance knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
- Provide consistency in the administration of disciplinary action.
- Provide students with the opportunity to modify behavior.
- Provide a program that is progressive (moderate to most severe action).

The Disciplinary Steps

Step 1: Administrative conference with the student.

Step 2: Administrative conference with student and parent or guardian.

Step 3: One day (short term) suspension.*

Step 4: Three day (short term) suspension.*

Step 5: Five day (short term) suspension.*

Step 6: Short term suspension (ten days) and/or social probation.*

Step 7: Recommendation for long term suspension and/or expulsion.

Step 8: Recommendation for expulsion.

*Days are school days, not calendar days.

At the discretion of the administrator and/or separate Board Policies addressing specific disciplinary actions, a student may be placed on any of the steps indicated under each code of conduct violation depending on the severity of the incident.

Step System Administration

The Step System should be administered under the following conditions:

- Step System placement will include conference with student and parent/guardian notification, review of Student Code of Conduct, and possible subsequent action for further infractions.
- All appropriate corrective action shall be taken either prior to or concurrently with the administration of any disciplinary action. Corrective actions may include: student behavior contract, loss of privileges, restorative justice, personal reflection, community service, or alternate consequence such as detention.
- Once a student is placed on The Step System, the student may move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Steps assigned will be proportionate to the severity of the misconduct.
- Student placement on The Step System shall be reduced one step for each consecutive forty-five (45) school days at the high school level and thirty (30) school days at the elementary and middle school levels without misconduct requiring disciplinary action as described in this code.

- Students who are placed on The Step System in the prior school year will return to the beginning of Step System placement. However, consequences to be served resulting from the prior school year Step placement will be served within the first two (2) week period of the new school year.
- In compliance with the law and in cooperation with school police liaisons, some school code of conduct infractions will be reported to law enforcement.

Record of Student Code of Conduct Infractions

Matters of student suspension and/or expulsion (Step 3-8) shall be maintained in a student's permanent record (CA60), and shall be transferred to any other private or public school in which the student may seek enrollment. Disciplinary records may be deleted upon graduation with the exception for expulsion for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, student, visitor, volunteer or contractor.

Student Code of Conduct Infractions

The Board of Education hereby establishes the following categories of misconduct, which may result in suspension or expulsion from Rochester Community Schools. These categories are descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or limitation upon the authority of school officials to address any other types of conduct which interfere with the proper functioning of the educational process. These categories also apply to infractions committed in a prior school/district.

- 1. Failure to follow approved school and classroom rules** which are consistent with Board Policies and Administrative Procedures including Academic Integrity.

Elementary - After a minimum of three (3) but not more than five (5) infractions for which remedial or corrective measure have been taken and recorded (one of which will be a parent contact), a student will be placed on Step 1.

Middle School - Step 1-3

High School - Step 1-3

- 2. Insubordination, disrespect, or disregard** of verbal instruction or direction of school personnel.

Elementary
Step 1-2

Middle School
Step 1-2

High School
Step 1-3

- 3. Defiance** - Open persistent defiance of the authority of a staff member.

Elementary
Step 2

Middle School
Step 2-3

High School
Step 2-4

- 4. Closed Campus** - All students must have permission to leave the school building during regular school hours. High school seniors are allowed to leave campus for lunch with proper identification, but are subject to disciplinary action if accompanied by an underclassman.

Elementary
Step 1-3

Middle School
Step 2-3

High School
Step 2-3

- 5. Unauthorized Entry, Trespassing/Loitering, Excessive Tardies** - Act of being in an unauthorized place/lingering aimlessly/occupying bathroom stall with other student(s) in or about school/refusing to leave when directed to do so by school personnel, or exceeding the district tardy guidelines.

Elementary Step 1	Middle School Step 2-3	High School Step 2-4
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<u>Forced Entry</u>	Middle School Step 3	High School Step 3-5
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- 6. Assault** – Verbal assault against students, district employees, volunteers, or contractors – oral threat of bodily harm coupled with an apparent immediate ability to commit same and which puts a person in a reasonable apprehension of such bodily harm.

Elementary Step 1-7	Middle School Step 3-7	High School Step 3-7
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7. Larceny/Petty Theft

- a. Any theft of money or personal or public property less than \$5.00 value.

Elementary Step 2-3	Middle School Step 2-3	High School Step 2-3
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- b. Any theft of money or personal or public property of \$5.00 or more value and/or any theft involving unlawful entry, including lockers, desks, etc.

Elementary Step 3-6	Middle School Step 3-6	High School Step 3-6
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- c. Possession of property reported stolen to school authorities having a value of less than \$5.00. Return of property or if damaged, restitution recommended.

Elementary Step 2-3	Middle School Step 2-3	High School Step 2-3
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- d. Possession of property reported stolen to school authorities having a value of more than \$5.00. Return of property or if damaged, restitution recommended.

Elementary Step 3-6	Middle School Step 3-6	High School Step 3-6
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- e. Sale or purchase of stolen property including the purchase of items markedly below normal retail prices. The student is responsible for knowing the source of the purchased property.

Elementary Step 2-6	Middle School Step 3-6	High School Step 3-6
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8. Extortion/Blackmail

- a. Obtaining money, property or favors as a result of intimidation without use of a weapon as defined under Dangerous Weapons.
- b. Gambling - Playing or betting on a game of chance, a contest or other event with the hope of gaining some personal or financial advantage.

Elementary
Step 1-3

Middle School
Step 2-3

High School
Step 3-4

9. Offensive Speech/Displays – Speech, communication, displays which tend to disrupt the orderly conduct of the educational process.

- a. **Indecency**, the act of offending commonly recognized standards of good taste including the use of vulgar acts, obscenities, of inappropriate displays of affection or sexual contact, or symbols.
- b. **Illegal messages**, displays which advocate or glamorize behaviors, which is illegal for students, such as alcohol, drugs, tobacco use of gang affiliation.
- c. **Display, possession, distribution**, sharing of any drawings, graphics, video, printed material of an obscene nature.
- d. **Violation** of Rochester Community Schools dress or clothing expectations

Incidental, not specifically directed toward another person.

Elementary
Step 1-3

Middle School
Step 1-3

High School
Step 1-4

Directed toward another person, which has the tendency to disrupt the orderly conduct of the educational process.

Elementary
Step 1-3

Middle School
Step 1-4

High School
Step 1-6

10. Harassment - The act of verbal or physical behavior, written or electronic communication which:

- a. Involves an **expressed or implied threat** to personal safety including stalking.
- b. Has the effect of **interfering** with an individual's participation in the curricular or extra-curricular activities of the school district.
- c. Involves **unwelcome sexual advances or requests for** sexual favors, or other verbal or nonverbal sexual innuendoes or obscene gestures.
- d. Creates an **intimidating, hostile, or offensive school** environment which would adversely affect either the performance or psychological well-being of a student or staff member.

Elementary
Step 1-4

Middle School
Step 1-7

High School
Step 1-7

11. Fighting - The act of physical bullying or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e., dances, athletic events, field trips, etc. Spontaneous incident, if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system.

Physical assault against another student: intentionally causing or attempting to cause physical harm to another through force or violence.

a. Incitement - The act of inciting or prompting others to action.

Elementary Step 1-3	Middle School Step 1-5	High School Step 1-7
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b. Spontaneous Incident

Elementary Step 1-3	Middle School Step 2-7	High School Step 2-7
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c. Planned, prearranged fight

Elementary Step 4	Middle School Step 4-7	High School Step 4-7
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d. Mob action – disturbance of the peace by several persons assembled and acting with a common intent.

Elementary Step 4	Middle School Step 4-7	High School Step 4-7
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e. Gang fighting – Three (3) or more students involved in the same fight.

Elementary Step 5	Middle School Step 5-7	High School Step 5-7
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f. Physical assault against school district employees, volunteers, or contractors – Intentionally causing or attempting to cause physical harm to another through force or violence.

Elementary Step 2-7	Middle School Step 8	High School Step 8
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12. Possession or use of Fireworks and Explosives

a. **Fireworks and explosives** including stink bombs, bomb bags and bottle bombs.

Elementary Step 2-7	Middle School Step 2-7	High School Step 2-7
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b. **Possession or use of explosives or incendiary devices** that have potential to do great bodily harm or great physical damage.

Elementary Step 8	Middle School Step 8	High School Step 8
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c. **Possession or use of matches or lighters**

Elementary Step 1-3	Middle School Step 2-3	High School Step 2-4
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13. Possession or Use of Controlled Substances, Drug Paraphernalia, Alcoholic Beverages, or Over the Counter Drugs or Medications

- a. Controlled substances (drugs) - Shall include, marijuana, cocaine, steroids, heroin, or synthetic marijuana and those substances included within (or exempted from) 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive*
- b. Drug paraphernalia - Instruments that aid in the administration of controlled substances such as, but not limited to; a smoking pipe, rolling papers, syringes, alternative smoking devices, eliquid; e.g. electronic cigarettes.
- c. Alcoholic beverages
- d. Over the counter drugs or medications
- e. Alternative Substances - substances that can be used as mood altering agents, such as, but not limited to, K2, "spice," or bath salts.
- f. Any medication requiring a prescription

Elementary

- Step 2-4

Middle School and High School -1st offense

- Step 2-5
- Recommended involvement in intervention program for students and parents, and possible police involvement.

Middle School and High School - 2nd offense

- Step 5-6
- Recommended involvement in intervention program for students and parents, and mandatory police involvement.

Middle School and High School - 3rd offense

- Step 7
- Recommended professional evaluation to determine treatment needs, and mandatory police involvement.

***Alternative Disciplinary Action** – The Rochester Area Youth Assistance Program may be offered as an intervention, if available.

14. Sale or Supplying Alcohol or other Prohibited Products - The act of selling, supplying or arranging for the sale or supply of alcoholic beverages or other prohibited products including but not limited to e-cigarettes and vapor pens, or hookah pipes and oils, to another person on school property, in school owned vehicles, or at school events.

Elementary - 1st Offense

- Step 3-7

Elementary - 2nd Offense

- Step 6-7
- Advised that professional evaluation would be helpful to determine treatment needs, and mandatory police involvement.

Middle School and High School - 1st Offense

- Step 6-7
- Recommended professional evaluation to determine treatment needs, and possible police involvement

Middle School and High School - 2nd Offense

- Step 6-7
- Recommended professional evaluation to determine treatment needs, and mandatory police involvement

15. Controlled Substances - Delivery or receipt of controlled or alleged controlled substances as set forth in Article 13. The act of, or the intent of, delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events.

Elementary

- Step 6-7

Middle School and High School

- Step 7
- Recommend professional evaluation to determine treatment needs, and mandatory police involvement.

Delivery of over-the-counter drugs or medications. The act of selling, supplying or arranging for the sale or supply of over-the-counter drugs or medications on school property, school owned vehicles, or at school events.

Elementary
Step 1-4

Middle School
Step 2-7

High School
Step 3-7

16. Tobacco - Possession or use of nicotine product, eliquid, smoking or smokeless tobacco, or any other smokeless paraphernalia while on school property, in school owned vehicles, or at school events.

Elementary
Step 2-4

Middle School
Step 2-4

High School
Step 2-5

17. Negligence - Damage to the school or personal property through carelessness or inappropriate behavior. Restitution must be made in addition to the following:

Elementary
Step 1-4

Middle School
Step 2-4

High School
Step 2-4

Malicious mischief - Damage to the school or personal property through vandalism or defacing. Restitution must be made in addition to the following:

Elementary
Step 1-7

Middle School
Step 2-7

High School
Step 2-7

Negligence/Failure to report – A student shall not fail to report to an administrator or teacher a fact or incident or condition that may threaten the health, safety or welfare of district personnel, guests, students, or property. Regardless of any reports made to an outside source or hotline, students are expected to report such information to an administrator.

Elementary
Step 1-4

Middle School
Step 2-6

High School
Step 2-6

18. Forgery - The act of fraudulently using, in writing or verbally, the name of another person, or falsifying times, dates, grade, address, absences, or other data pertaining to the school.

Elementary
Step 1-4

Middle School
Step 1-4

High School
Step 1-4

19. Threats of school violence - The act of making a threat (verbal, written, or electronic) to cause harm to another person(s) or to property.

Elementary
Step 5-7

Middle School
Step 7

High School
Step 7

20. Fire Alarms - Tampering with a fire alarm box or system or firefighting equipment.

Elementary
Step 1-4

Middle School
Step 2-4

High School
Step 5

Setting off a false fire alarm

Elementary
Step 1-4

Middle School
Step 6-7

High School
Step 6-7

21. Electronic Communication Devices

- a. No student shall possess, display, record, or distribute inappropriate information on cellular phones, laptops, or other electronic communication devices on school property or at a school sponsored event.
- b. Students may not use any electronic communication device in any way that is disruptive to the educational process.

Elementary
Step 1-7

Middle School
Step 1-7

High School
Step 1-7

22. Weapons - Possession or use of weapons not defined under Section F-1 of this Code, in a school building, on school premises or in school owned vehicles. The term weapons shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall also include a facsimile of objects or instruments, which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.

Elementary
Step 2-7

Middle School
Step 3-7

High School
Step 3-7

23. Infraction of school rules not covered by any other misconduct offense.

Elementary
Step 1-7

Middle School
Step 1-7

High School
Step 1-7

24. Consumption or Under the Influence - Consumption or under the influence of alcoholic beverages, alleged drugs, or inhalants without prescription on school property, school owned vehicles or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included within 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive.*

Elementary

- Step 2-4

Middle School and High School -1st offense

- Step 2-5
- Recommended involvement in intervention program for students and parents, and possible police involvement.

Middle School and High School - 2nd offense

- Step 5-6
- Recommended involvement in intervention program for students and parents, and mandatory police involvement.

Middle School and High School - 3rd offense

- Step 7
- Recommended professional evaluation to determine treatment needs, and mandatory police involvement.

***Alternative Disciplinary Action** – The Rochester Area Youth Assistance Program may be offered as an intervention, if available.

25. Bullying - Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves.

- a. Intimidation – Intimidates individual or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, physical or cognitive disability.
- b. Physical – Hitting, kicking, taking belongings, inappropriate gestures or acts.
- c. Direct communication – Verbal, written, or electronic name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, or prejudicial comments.
- d. Indirect Communication – Spreading rumors about someone with malicious intent, excluding someone from social groups.
- e. Hazing - Any willful act committed individually or by a group for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, shame or disgrace as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

Elementary
Step 1-5

Middle School
Step 1-7

High School
Step 1-7

26. Electronic Tampering - Any unauthorized use, misuse or access of any of the school district’s electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. Reference will be made to the Rochester Community Schools Acceptable Technology Use Agreement and classroom rules which may apply in cases of this misconduct. For all levels restitution and repair or replacement of damaged property, and/or removal of computer privileges and possible loss of credit for the course.

Elementary
Step 1-5

Middle School
Step 2-7

High School
Step 2-7

- a. Connection of any non-authorized device to hardware or the network.

Elementary
Step 1-3

Middle School
Step 2-4

High School
Step 3-5

- b. Downloading of software/programs without staff authorization.

Elementary
Step 1-2

Middle School
Step 2-3

High School
Step 2-5

- c. Engaging in any activity which potentially or intentionally compromises network security.

Elementary
Step 3-4

Middle School
Step 3-7

High School
Step 5-7

Acts of Student Misconduct, which will result in Recommendation for Expulsion

Pursuant to State and Federal law, the Board of Education established the following categories of misconduct, which will result in expulsion from the Rochester Community Schools.

Dangerous Weapons - Possession or use of dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as set forth in 18 USC Section 921.

Elementary
Step 8

Middle School
Step 8

High School
Step 8

Arson - In a school building, on school grounds or in a school owned vehicle.

Elementary
Step 8

Middle School
Step 8

High School
Step 8

Criminal Sexual Conduct - In a school building, on school grounds or in a school owned vehicle.

Elementary
Step 8

Middle School
Step 8

High School
Step 8

Physical Assault - Against school district employees, visitors, students, volunteers, or contractors.

Grade 6 and above – Step 8

Short Term Suspensions

A short term suspension is the denial of a student's right to attend school. A short term suspension may be one (1) to ten (10) school days.

- If an in-school suspension program exists, at the discretion of building administration, it may be utilized as an alternative to out-of-school suspension. If a student is serving an in-school suspension, the student is responsible for bringing his/her school work for the day and will receive credit for assigned work completed in this program. Students are expected to remain on task and be productive.
- Students serving suspensions will not be able to attend any RCS activities or events or be on any RCS property for the duration of the suspension.
- A principal or designee (hereafter "Building Administrator") has the authority to impose a short term suspension based upon misconduct.

Procedures -Suspension of ten (10) school days or less.

- As a general rule, prior to any suspension of the student, the building administrator shall conduct an informal hearing and provide the student with the following due process:
 - The building administrator shall inform the student of the charges against him/her, and, if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
 - The student shall be provided an opportunity to explain to the administrator his/her version of the facts.
- If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, and as soon thereafter as reasonable, provide the student with his/her due process rights as set forth in the subparagraphs above.
- If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days. The principal, or his/her designee, shall inform (in person or by phone) the student's parent/guardian of the suspension and of the reasons and conditions of the suspension.
 - A district "Notice of Suspension" is to be completed, with copies going to the parent/guardian, the counselor and the student's file.
- During a short term out-of-school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
 - A request for homework will be initiated by the building administration.
 - The student or parent has the responsibility for obtaining the assignments from the school.
 - The assigned homework must be completed and ready to turn in upon return date to school. Additional time may be granted by a building administrator and the teacher for extenuating circumstances.
 - Specific labs and activity-based assignments will be available to the students at the teacher's discretion. If unassigned, the lab or activity will not count against the student's grade.

Appeal Procedures

- Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building administrator. During the appeal process, administrator has the right to remove student pending investigation. Appeals will be heard for placement at Steps 5-6. There is no review for placements at Step 1-4.
- If the building administrator decides that the student's presence in school would present a danger to the student her/himself, or to other students, school personnel or the educational process, then the student shall be suspended out of school pending the decision of the District Hearing Officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the District Hearing Officer.
- A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one week. If a review hearing does not occur within a week, the disciplinary action will go into effect.
- The building administrator is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the Discipline Hearing Officer or designee whose decision shall be final.

Recommendation for Long Term Suspension or Expulsion

A long term suspension or expulsion is the denial of a student's right to attend school, be present on school grounds and attend any school function for a period in excess of eleven (11) or more school days. Students suspended for more than eleven (11) school days but less than thirty (30) school days may complete assignments for credit during the length of the suspension. Students suspended for longer than thirty (30) school days may obtain general course work, but it will not be graded for credit. Expulsion is the total and permanent exclusion of a student from the Rochester Community School District.

The District Hearing Officer, appointed by the Superintendent/designee, has the authority to impose a long term suspension or an expulsion based upon misconduct.

Procedures -Suspension for eleven (11) or more school days and expulsion.

If the building administrator recommends a suspension for eleven (11) or more school days or expulsion is warranted and the district's District Hearing Officer, appointed by the Superintendent/designee, agrees with the administrator's decision, the student and the parent(s) or guardian(s) shall be notified in writing of:

- the charges against the student
- the recommended disciplinary action
- a hearing will be held before the District Hearing Officer as soon as practical with a goal of within ten (10) days
- the time, place, location and procedures to be followed at the hearing
- the right to appeal any decision of the District Hearing Officer if the District Hearing Officer upholds an expulsion recommendation.

Appeal Procedures

- A hearing before a District Hearing Officer will be held for the purposes of (1) determining the truth or falsity of the charges against the student and, (2) if the charges

are true, the appropriate disciplinary measures. The student and parents/guardians may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

- The student and/or his/her parent(s) or guardian(s) may notify the school district that they waive their right to a hearing before a Hearing Officer by signing the Disciplinary Hearing Waiver. In such case, the building administrator's recommended disciplinary penalty shall be imposed.
- The District Hearing Officer may amend the principal's charges upon motion of the building administrator, student, parent(s) or guardian(s), or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the District Hearing Officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.
- If the building administrator decides that the student's presence in school would present a danger to the student her/himself, or to other students, school personnel or the educational process, then the student shall be suspended out of school pending the decision of the District Hearing Officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the District Hearing Officer.
- The District Hearing Officer's decision shall be given orally to the student and parent(s) or guardian(s) not later than two (2) business days after the close of the hearing. A written decision shall be mailed not later than four (4) business days after the close of the hearing. These timelines, however, may be enlarged by the Hearing Officer due to extenuating circumstances.
- The District Hearing Officer's decision shall be final on all long term suspensions.
- If the District Hearing Officer's decision is expulsion, the student and/or his/her parent(s) or guardian(s) may appeal the District Hearing Officer's decision to the Expulsion Appeal Panel. To request an appeal, the student or parent(s), within five (5) days of receipt of the decision, must petition the Superintendent. The petition shall be in writing and contain the reasons that the decision should be reviewed.
- The Expulsion Appeal Panel will consist of three Board of Education Members and one Building Administrator from a High School, Middle School and Elementary School in which the student is not enrolled, along with the Superintendent or designee.
- The decision of the Expulsion Appeal Panel will be final on all expulsions.

Readmission after Long Term Suspension

- Following a long term suspension, the student shall not be readmitted to any school within the Rochester Community Schools except by action of the Superintendent/designee. After the student's absence from school for the specified time, the student or, on his/her behalf, the parent or guardian thereof may seek readmission by applying to the Superintendent/designee. The Superintendent/designee may readmit the student if he/she can satisfactorily demonstrate that he/she has made a sincere effort at rehabilitation subsequent to the long term suspension and will not represent a threat to the safety and welfare of the students of the Rochester Community Schools.
- The Superintendent/designee shall base his/her decision in part on the severity of the incident leading to the long term suspension. The Superintendent/designee may further qualify readmission upon specified conditions, which he/she determines are appropriate. An application for readmission shall be filed with the Superintendent/designee prior to the term for which readmission is sought. If, as a result of the recommendation for long term suspension, the parents and/or guardian voluntarily withdraw the student from school, the student shall follow the readmission procedure applicable to the long termed suspension student.
- If the student fails to uphold the specified conditions for readmission set forth during the readmission hearing, the Superintendent/designee's decision regarding the student's enrollment in Rochester Community Schools is final.

Readmission after Expulsion

The student and/or his/her parent(s) or guardian(s) may petition to return to Rochester Community Schools under Section 1311 of the revised school code.



ROCHESTER COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

RESPECT CODE

Rochester Community Schools will provide a district climate that prohibits acts of harassment or bullying, and eliminates prejudice and discrimination.

All Rochester Community School members have the right to be:

▷ **SAFE**

All individuals are entitled to a physically, emotionally and intellectually safe learning and work environment. It is our responsibility to address discriminatory statements and actions.

▷ **VALUED**

All individuals are entitled to be valued. Various customs, lifestyles, and backgrounds contribute to an enriched learning environment.

▷ **RESPECTED**

All individuals are entitled to be treated equitably. Education increases awareness and understanding and promotes human dignity.

Notice of Nondiscrimination

Rochester Community Schools does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, height, weight, familial status, arrest record or physical and mental disabilities in accordance with the Elliot-Larson Civil Rights Act (ELCRA) MCL 37.2206, Persons with Disabilities Civil Rights Act (PWCRA), MCL 37.1206, Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, the Age Discrimination in Employment Act and the Immigration Reform and Control Act of 1986 (8U.S.C., Section 1324A Et.Seq.) and Section 504 of the Rehabilitation Act of 1973. In addition, individuals will not be excluded from, or be denied, the benefits of participation in any program or activity for which the Board is responsible.

Rochester Community Schools has designated the following individuals as Compliance Coordinators: Title IX, Title II and Section 504 – Students: Assistant Superintendent for Instruction, 501 W. University, Rochester, MI 48307 (248)726-3106; Equal Employment Opportunity/Section 504 for non-students: Chief Human Resource Officer, 501 W. University, Rochester, MI 48307 (248)726-3110

